

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Administration on Children, Youth and Families Head Start Bureau

Funding Opportunity Title: Head Start State Collaboration Offices

Announcement Type: Grant

Funding Opportunity Number: HHS-2005-ACF-ACYF-CD-0022

CFDA Number: 93.600

Due Date for Applications: August 17, 2005

Executive Summary:

The Administration for Children and Families (ACF) is requesting applications from eligible States to continue the Head Start State Collaboration Offices. The following States are eligible to apply for funding in Fiscal Year 2005 for a project period of five years: Kentucky, Maine, New Jersey, New York, Ohio, Oregon, South Carolina, South Dakota and Texas.

Since its inception, Head Start grantees have collaborated with an array of public and private entities to provide comprehensive services. In the increasingly complex funding and policy environment, Head Start recognizes the importance and role of the State in planning, policy development, and program administration that affects low-income children and their families. The Head Start State Collaboration Office (HSSCO) was established to maintain communication and ensure Head Start's participation in systems-integration strategies to benefit low-income children and their families. As States continue to expand their investment, the HSSCO continues to be a valuable catalyst to enhance relationships among Head Start programs, child care providers, and State pre-school programs.

I. Funding Opportunity Description

Head Start and Early Head Start are comprehensive child development programs that serve children

from birth to age five, pregnant women, and their families. They are child-focused programs and have the overall goal of increasing the school readiness of young children in low-income families.

The Head Start program is administered by the Head Start Bureau, the Administration on Children, Youth and Families (ACYF), Administration for Children and Families (ACF), Department of Health and Human Services (HHS). Grants are awarded by the ACF Regional Offices and the Head Start Bureau's American Indian and Migrant Program Branches directly to local public agencies, private organizations, Indian Tribes, and school systems for the purpose of operating Head Start programs at the community level. These grantees serve more than 900,000 low-income children and their families each year in every state.

Since 1965, the Head Start program has delivered comprehensive and high quality services designed to foster healthy development in low-income children. Head Start grantee and delegate agencies provide a range of individualized services in the areas of education and early childhood development; medical, dental, mental health, nutrition, and parent involvement. Head Start services are responsive and appropriate to each child's and family's developmental, ethnic, cultural, and linguistic heritage and experience.

These grant awards are intended to continue support for a set of projects funded by ACF/ACYF for the following purposes:

- to assist in building early childhood systems and access to comprehensive services and support for all low-income children;
- to encourage widespread collaboration between Head Start and other appropriate programs, services, and initiatives; and to augment Head Start's capacity to be a partner in State initiatives on behalf of children and their families; and
- to facilitate the involvement of Head Start in State policies, plans, processes, and decisions affecting the Head Start target population and other low-income families.

The 1998 Head Start Act [Section 640 (a) (5)] contains provisions for the award of a collaboration grant to each State based on the following expectations:

-States will appoint an individual to serve as a State liaison between: (I) the appropriate ACF regional office and agencies and individuals carrying out Head Start programs in the State; (II) agencies, including local education agencies, and entities carrying out programs serving low-income children and families;

-States will involve the State Head Start Association in the selection of the individual and in determinations relating to the ongoing direction of the collaboration;

-States will ensure that the individual holds a position with sufficient authority and access to ensure that the collaboration is effective and involves a range of State agencies; and

-States will ensure that the collaboration involves coordination of Head Start services with:

- child care and pre-school

- welfare
- health care
- education
- community service activities
- family literacy services
- activities relating to children with disabilities
- services for homeless children.

Based on almost 15 years of experience, the HSSCOs have provided an essential single point of contact for both State agencies and local programs, informing all stakeholders to understand current services, policies, and initiatives and to identify opportunities for improvement. By working with the State Head Start Association and the Head Start community, HSSCOs continue to enhance partnerships and mutually-developed agendas with the numerous agencies, organizations, foundations, and leaders involved in designated priority areas in support of low-income families.

Strong support from the Governor and other high level officials has proved essential in developing initiatives and creating positive changes in the service delivery systems. The HSSCOs have facilitated significant improvements through collaborative service arrangements, advisory committees, the provision of technical assistance regarding State policies and procedures to the State Head Start Association, networking, fund-raising, and public awareness campaigns.

Priority Area

Funding to continue nine Head Start State Collaboration Offices is being made available through this announcement. The States of Kentucky, Maine, New Jersey, New York, Ohio, Oregon, South Carolina, South Dakota and Texas are eligible to submit applications.

Description

Grantees funded under this announcement are charged with continuing to build collaborative relationships between Head Start and State programs in order to better meet the needs of low-income families and children within the State. Important goals of the Head Start State Collaboration Offices are to continue to:

- foster working coalitions of ACF officials, State officials, State Head Start Association members, Head Start program directors and staff, early childhood professionals, and professionals in other relevant disciplines;
- serve as a facilitator to improve and expand services for low-income children in Head Start, child care, and state preschool programs;
- build the best possible linkages between local, community-based Head Start programs and State early childhood initiatives and policies; and
- facilitate a more coordinated approach to planning and service delivery in health care,

welfare, childcare, education, community service activities, family literacy services, activities relating to children with disabilities, and services for homeless children.

II. Award Information

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$1,575,000
Anticipated Number of Awards:	9
Ceiling on Amount of Individual Awards:	\$225,000 per budget period
Floor on Amount of Individual Awards:	\$125,000 per budget period
Average Projected Award Amount:	\$175,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods

ANNUAL FUNDING AMOUNTS & PROJECT PERIOD START DATES FOR HEAD START-STATE COLLABORATION OFFICE GRANTS FY 2005

	<u>Maximum Funding</u>	<u>Start Date</u>	<u>Application Deadline</u>
Kentucky	\$175,000	9/30/2005	8/17/2005
Maine	\$125,000	9/30/2005	8/17/2005
New Jersey	\$175,000	9/30/2005	8/17/2005
New York	\$225,000	9/30/2005	8/17/2005
Ohio	\$225,000	9/30/2005	8/17/2005
Oregon	\$125,000	9/30/2005	8/17/2005
South Carolina	\$175,000	9/30/2005	8/17/2005
South Dakota	\$125,000	9/30/2005	8/17/2005
Texas	\$225,000	9/30/2005	8/17/2005

Note: Grant amounts are based on the number of Head Start children served in the State and the level of Head Start funding the State receives.

III. Eligibility Information

1. Eligible Applicants:

- State governments

Additional Information on Eligibility:

Each HSSCO should be located in the Office of the Governor or be administratively placed so that

access to the Governor and other key policy makers or planning bodies is assured. This administrative requirement is intended to facilitate the development of mutually beneficial policies and strategies and to highlight a mutual commitment to low-income children and families.

Applications must be signed by the Governor or by his or her designated representative with authority to act on behalf of the State. However, Governors may designate a lead agency or State-level commission to carry out a proposed project. Applications must also include a signed statement by the Governor or designee which affirms how the State Head Start Association will be involved with the selection of the project director, and in determinations relating to the ongoing direction of the collaboration as required in Section 640 (a)(5)(C) of the Head Start Act. The Governor's signed statement will serve to cover the entire five-year project period.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing/Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with Section 640 (b) of the Head Start Act, 42 U.S.C. 9835. Grantees must provide at least 20% of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved cost of \$281,250, requesting \$225,000 in ACF funds, must provide a non-Federal share of at least \$56,250 (20% of total approved project cost of \$281,250.) Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal funds. Lack of supporting documentation at the time of application will not impact the responsiveness of the application for competitive review.

3. Other

All applicants must have a Dun & Bradstreet number. On June 27, 2003 the Office of Management and Budget published in the Federal Register a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a Dun & Bradstreet Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (<http://www.grants.gov/>). A DUNS number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a DUNS number. You may acquire a DUNS number at no cost by calling the dedicated toll-free DUNS number request line on 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com/>.

Disqualification Factors:

Applications that exceed the ceiling amount will be considered non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be considered non-responsive and will not be considered for funding under this announcement.

IV. Application and Submission Information

1. Address to Request Application Package:

Head Start-State Collaboration Office Grants
Administration for Children and Families, DHHS
Head Start Bureau
330 C St., SW., Room 2223, Attention: Carmen Bovell-Chester
Washington, D.C. , DC 20447
Phone: 202-205-8085

2. Content and Form of Application Submission:

The length of the application, excluding the application forms, certifications, and resumes, should be 30 pages, double spaced. A page is a single-side of an 8 1/2" x 11" sheet of plain white paper.

Applicants are requested not to send pamphlets, maps, brochures, or other printed material along with their application as these are difficult to photocopy.

One signed original grant application should be mailed to the appropriate ACF Regional Office. A list of the ACF Regional Offices is included at the end of this announcement as Appendix A.

A copy of the grant application, including all attachments should be mailed to the Head Start Bureau to the attention of: Carmen-Bovell- Chester, 330 C Street, SW., Room 2223, Washington, DC 20447.

You may submit your application to us in either electronic or paper format.

To submit an application electronically, please use the <http://www.Grants.gov/Apply> site. If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via email or facsimile transmission.

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation. We strongly

recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.

- We recommend you visit Grants.gov at least 30 days prior to filing your application to fully understand the process and requirements. We encourage applicants who submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still send in a hard copy overnight. If you encounter difficulties, please contact the Grants.gov Help Desk at 1-800-518-4726 to report the problem and obtain assistance with the system.
- To use Grants.gov, you, as the applicant, must have a DUNS Number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in paper format.
- You may submit all documents electronically, including all information typically included on the SF 424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. The Administration for Children and Families will retrieve your application from Grants.gov.
- We may request that you provide original signatures on forms at a later date.
- You may access the electronic application for this program on <http://www.grants.gov/>.
- You must search for the downloadable application package by the CFDA number.

Applicants that are submitting their application in paper format should submit an original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be submitted unbound.

Standard Forms and Certifications:

The project description should include all the information requirements described in the specific evaluation criteria outlined in the program announcement under *Section V* Application Review Information. In addition to the project description, the applicant needs to complete all the standard forms required for making applications for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the Standard Form (SF) 424, Application for Federal Assistance; SF-424A, Budget Information--Non-Construction Programs; SF-424B, Assurances--Non-Construction Programs. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the Standard Form LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their applications (approved by the Office of Management and Budget under control number 0348-0046). Applicants must sign and return the certification with their application.

Applicants must also understand they will be held accountable for the smoking prohibition included within P.L. 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the Federal Register notice which implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the applications, applicants are providing the certification and need not mail back the certification form. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Please see *Section V.1* for instructions on preparing the full project description.

3. Submission Dates and Times:

Due Date for Applications: **August 17, 2005.**

Explanation of Due Dates

The closing time and date for receipt of applications is referenced above. Applications received after 4:30 p.m. eastern time on the closing date will be classified as late.

Deadline: Applications shall be considered as meeting an announced deadline if they are received on or before the deadline time and date referenced in *Section IV.6*. Applicants are responsible for ensuring applications are mailed or submitted electronically well in advance of the application due date.

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

ACF cannot accommodate transmission of applications by facsimile. Therefore, applications transmitted to ACF by fax will not be accepted regardless of date or time of submission and time of receipt.

Late Applications: Applications that do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

Any application received after 4:30 p.m. eastern time on the deadline date will not be considered for competition.

Applicants using express/overnight mail services should allow two working days prior to the deadline date for receipt of applications. Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

Extension of deadlines: ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there are widespread disruptions of mail service, or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.grants.gov/>.

Checklist:

You may use the checklist below as a guide when preparing your application package.

What to submit	Required Content	Required Form or Format	When to Submit
SF 424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Table of Contents	See <i>Section IV.2.</i>	Found in <i>Section IV.2.</i>	By application due date.
Project Abstract	See <i>Sections IV.2. and V.</i>	Found in <i>Sections IV.2. and V.</i>	By application due date.
Project Description	See <i>Sections IV.2. and V.</i>	Found in <i>Sections IV.2. and V.</i>	By application due date.

SF 424A	See <i>Section IV.2.</i>	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF 424B	See <i>Section IV.2.</i>	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Budget Narrative/Justification	See <i>Sections IV.2. and V.</i>	Found in <i>Sections IV.2. and V.</i>	By application due date.
Support Letters	See <i>Section V.</i>	Found in <i>Section V.</i>	By application due date.
Certification Regarding Environmental Tobacco Smoke	See <i>Section IV.2.</i>	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
SF-LLL Certification Regarding Lobbying	See <i>Section IV.2.</i>	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.

4. Intergovernmental Review:

STATE SINGLE POINT OF CONTACT (SPOC)

This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of October 1, 2004, the following jurisdictions have elected to participate in the Executive Order process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa,

Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New Mexico, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, North Mariana Islands, Puerto Rico, and Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by federally-recognized Indian Tribes, need take no action in regard to E.O. 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in E.O. 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

The grants awarded under this announcement are NOT to be used to:

1. supplant ongoing collaboration between ACF Regional Offices, Head Start grantees, and other programs in the State;
2. provide direct services to Head Start families or other low-income families; or
3. provide training or technical assistance to Head Start grantees in carrying out their program responsibilities.

6. Other Submission Requirements:

Submission by Mail: An applicant must provide an original application with all attachments, signed by an authorized representative, and two copies. Please see *Section IV.3* for an explanation of due dates. Applications should be mailed to:

Original Application to: Regional Administrator
Appropriate Regional Office-See *Appendix A* for addresses.
Copy to: Head Start Bureau-Attention Carmen Bovell-Chester
330 C Street, SW., Room 2223
Washington, DC 20447

Hand Delivery: An applicant must provide an original application with all attachments signed by an authorized representative and two copies. The application must be received at the address below by 4:30 p.m. eastern time on or before the closing date. Applications that are hand delivered will be accepted between the hours of 8:00 a.m. to 4:30 p.m. eastern time, Monday through Friday. Applications should be delivered to:

Original Application to Regional Administrator
Appropriate Regional Office - See *Appendix A* for addresses.

Electronic Submission: Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.grants.gov/>.

V. Application Review Information

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

The following are instructions and guidelines on how to prepare the "project summary/abstract" and "full project description" sections of the application. Under the evaluation criteria section, note that each criterion is preceded by the generic evaluation requirement under the ACF Uniform Project Description (UPD).

PART I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides a major means by which an application is evaluated and ranked to compete with other applications for available assistance. The project description should be concise and complete and should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and

succinctly. In preparing your project description, information responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

INTRODUCTION

Applicants required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what your project description should include while the evaluation criteria identifies the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (a page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, describe linkages that will be built to improve and expand services in the eight priority areas for low-income children in Head Start, child care and state pre-kindergarten programs, as well as the working coalitions of ACF, State Head Start Association officials, local Head Start, public schools and early childhood program leaders and staff that will be fostered.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information. If the applicant is a non-profit organization, submit proof of non-profit status in its application.

The non-profit agency can accomplish this by providing: a) a reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate, c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status, e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

LETTERS OF SUPPORT

Provide statements from community, public and commercial leaders that support the project proposed for funding. All submissions should be included in the application OR by application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. Also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. "Federal resources" refers only to the ACF grant for which you are applying. "Non Federal resources" are all other Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

Evaluation Criteria:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 30 points

The extent to which the application describes how consultation and planning were conducted for this application and how it will be continued, including the State Head Start Association, the Head

Start and early childhood communities, and agencies involved in the eight legislated priority areas, including the state child care lead agency, state resource and referral agency, state education agency and state community block grant agency. The extent to which the applicant describes what structures exist or would be established to ensure high-level collaboration among State agencies, Head Start, and other key partners to ensure that broadly based, multi-agency, multi-organizational initiatives can be developed and carried out. The extent to which the application includes a management plan for each budget period which provides timelines and resources for each objective and activity; as well as a project self-assessment plan to document the implementation, progress and results of the project across the five years of the grant. The extent to which applicants describe the kinds of data to be collected to determine if needs are being met and if the desired results and benefits are being achieved, as well as the provision of a timeline for the self-assessments.

RESULTS OR BENEFITS EXPECTED - 25 points

The extent to which the application describes how the goals and objectives of the priority areas are linked to desired results, including the benefits to State-administered programs, to Head Start programs, and to Head Start and other low-income families. The extent to which the application addresses the expected impact of efforts to facilitate relationships among Head Start, child care, and State pre-school programs.

ORGANIZATIONAL PROFILES - 20 points

The extent to which the application describes the organizational location of the Collaboration Office and the rationale for this placement in terms of its visibility and access to influence, resources and partnership opportunities. If placed outside of the Governor's Office, the extent to which the application describes how the Collaboration Office is assured access to and support from the Office of the Governor. The extent to which the proposal includes a description of the personnel that will assure that project activities can be successfully carried out and includes resumes and position descriptions for the project director and other key staff. The extent to which relationships with organizations or agencies that will work with the Collaboration Office to achieve the desired outcomes are described and letters of commitment are included, whenever possible. The extent to which the application describes how the State Head Start Association will be involved in decision making regarding the ongoing direction of the project.

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points

The extent to which the application demonstrates past progress in accomplishing the purposes of the collaboration grant's efforts to build on existing activities and to initiate new activities that address gaps in early childhood service delivery and improve the overall delivery of services to Head Start children and their families. The extent to which the applicant describes clear goals and objectives for the Collaboration Office, including progress measures for each of the selected priority

areas described in this announcement (i.e., health care, welfare, child care, education, community service activities, family literacy services, activities relating to children with disabilities, and services for homeless children).

BUDGET AND BUDGET JUSTIFICATION - 10 points

The extent to which the application provides a line-item budget for the budget for each budget period which includes both Federal funding and non-Federal support for the proposal. The extent to which there is sufficient narrative detail to determine that all costs are allowable, reasonable, and commensurate with the scope of the work proposed; and the extent to which there is evidence of a commitment of non-Federal funding or in-kind contributions, which would assist and be coordinated with the Head Start State Collaboration grant. The extent to which the project budget includes travel and per diem for the Project Director to attend two meetings annually with ACF Regional Officials and two national Head Start State Collaboration Office meetings during each year.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Applications for the eligible States listed in *Section III. Eligible Applicants* will be reviewed against the project description and evaluation criteria provided in this announcement. Funding decisions may be contingent upon successful pre-award negotiations between ACF and the applicant on programmatic, financial, and/or administrative questions. Each State is eligible for only one grant.

The Commissioner of the Administration on Children, Youth and Families will determine the final action to be taken with respect to each grant application received under this announcement. The ACYF Commissioner makes grant awards consistent with the purpose of the Head Start Act, all relevant statutory and regulatory requirements, the Head Start State Collaboration Grant goals, and requirements set forth in this announcement, and the availability of funds.

After the ACYF Commissioner has made decisions related to this announcement, all applicants to receive funding will be notified through receipt of an official Notice of Financial Assistance Award (NFAA).

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. Award Administration Information

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this Head Start program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this Program. Regulations pertaining to the Equal Treatment For Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at either 45 C.F.R. 87.1 or the HHS website at: <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Annually

Financial Reports: Quarterly

VII. Agency Contacts

Program Office Contact:

Carmen Bovell-Chester
Head Start Bureau, State Collaboration Offices
330 C Street, SW., Room 2223
Washington, DC 20447
Phone: 202-205-8085
Fax: 202-260-9336
Email: cbovell-chester@acf.hhs.gov

Grants Management Office Contact:

Grants Officer

Appropriate ACF Regional Office - See *Appendix A* for addresses.

VIII. Other Information

Each Head Start-State Collaboration Office will be co-managed by the Head Start Bureau, ACYF Headquarters, and the ACF Regional Offices.

For Grants Management, grantees are to contact the respective Regional Office State Collaboration Liaison.

NOTICE: *Beginning with FY 2006, the ACF will no longer publish grant announcements in the Federal Register. Beginning October 1, 2005, applicants will be able to find a synopsis of all ACF grant opportunities and apply electronically for opportunities via: www.Grants.gov. Applicants will also be able to find the complete text of all ACF grant announcements on the ACF website located at: <http://www.acf.hhs.gov/grants/index.html>*

Please reference *Section IV.3* for details about acknowledgement of received applications.

Date: _____

Joan E. Ohl
Commissioner
Administration on Children, Youth, and Families

Appendix A
ACF Regional Offices

Region I

Hugh Galligan

JFK Federal Bldg.
Rm. 2000
Boston, MA 02203
617-565-1020 (p)
617-565-2493 (f)

Region II

Mary Ann Higgins

26 Federal Plaza
Rm. 4114
New York, NY 10278
212-264-2980 x103 (p)
212-264-4881 (f)

Region III

David Lett

150 S. Independence
Mall West-Suite 864
Public Ledger Bldg.
Philadelphia, PA 19101
215-861-4000 (p)
215-861-4741 (f)

Region IV

Carlis Williams

Atlanta Federal Ctr.
61 Forsyth St. SW.
Suite 4M60
Atlanta, GA 30303
404-562-2900 (p)
404-562-2980 (f)

Region V

Joyce Thomas

233 N. Michigan Ave.
Suite 400
Chicago, IL 60601
312-353-2510 (p)
312-353-2154 (f)

Region VI

Leon R. McCowan

1301 Young St.
Suite 914
Dallas, TX 75202
214-767-9648 (p)
214-767-3743 (f)

Region VII

Linda Lewis

Federal Office Bldg.
Rm. 384
601 E. 12 th St.
Kansas City, MO 64106
816-426-3981 (p)
816-426-2888 (f)

Region VIII

Thomas Sullivan

Federal Office Bldg.
1961 Stout St.
9th Floor
Denver, CO 80294-3538
303-844-3100 (p)
303-844-2313 (f)

Region IX

Sharon Fujii

50 United Nations Plaza
Rm. 450
San Francisco, CA 94102
415-437-8400 (p)
415-437-8444 (f)

Region X

Steve Heningson

Blanchard Plaza
2201 Sixth Ave.
Rm.300, M/S RX-70
Seattle, Washington 98121
206-615-3660 (p)
206-615-2574 (f)